

Message

From: schaffer, joan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C60A5A9575B34BACA9E7163C4177DCC1-JSCHAF02]
Sent: 8/16/2018 2:04:52 PM
To: Glance, Jacob P [Jacob.P.Glance@wv.gov]
Subject: RE: Minden Letter

Ok – and I understand. I’m looking for a template now...

Joan T. Schafer, Senior Advisor
U.S. Environmental Protection Agency
Region 3 Office of Communications and Government Relations
1650 Arch Street
Philadelphia, PA 19103
215-814-5143 (ph)
215-814-5102

From: Glance, Jacob P [mailto:Jacob.P.Glance@wv.gov]
Sent: Thursday, August 16, 2018 10:04 AM
To: schaffer, joan <schafer.joan@epa.gov>
Subject: RE: Minden Letter

That’s fine – just wanted to make sure if there were phrases that need to be included to make it “legally” official.

I have a meeting at 1, but you can call me at noon if that works.

Thanks -

Jake Glance
Communications Director

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From: schaffer, joan <schafer.joan@epa.gov>
Sent: Thursday, August 16, 2018 10:03 AM
To: Glance, Jacob P <jacob.P.Glance@wv.gov>
Subject: RE: Minden Letter

Sure – I'm on calls until Noon – can we talk then?
In the meantime, let me find out if there is a template...thanks.

Joan T. Schafer, Senior Advisor
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From: Glance, Jacob P [<mailto:Jacob.P.Glance@wv.gov>]
Sent: Thursday, August 16, 2018 10:00 AM
To: schaffer, joan <schaffer.joan@epa.gov>
Subject: Minden Letter

I have been tasked with drafting the letter to Cosmo.

Can we talk this morning so I can get an idea of what it needs to say? Or if there is a template?

Thanks -

Jake Glance
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